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DB/S
55-2950

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Report on Incentive Awards Program
1 July to 30 September 1955

REFERENCE: Memorandum from ADB/S to C/MS, same subject,
dated 26 May 1955

1. ADMINISTRATION

During the first quarter of Fiscal Year 1956, the Incentive Awards Committee and the Special Panel for Clandestine Services met two times each. Meetings averaged one and one-half hours each and were attended by seven members of the Committee and three members of the Panel.

2. STAFFING

The Program was operated by the Incentive Awards Staff which included at the beginning of the period one GS-12 Officer, one GS-5 Stenographer, and one GS-4 Clerk-Typist. Authorized staffing was completed during the period by the additional assignment of one GS-11 Officer [redacted] returnee from FS Field whose overseas experience should assist in establishment and operation of a field program) and one GS-3 Clerk-Typist.

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3. REGULATORY ISSUANCES

25X1A A. Regulation [redacted] Incentive Awards Program, effecting the changes in our Headquarters program resulting from passage of the Government Employees' Incentive Awards Act (Public Law 763, Title III), has been drafted and sent to various Agency components for coordination. [redacted] is withholding concurrence pending issuance of [redacted] which has been drafted and submitted to Regulations Control Staff for coordination.

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25X1A B. [redacted] Announcement of Assignment to Key Positions, Incentive Awards Board, was published 26 August 1955. It announced the transfer of responsibility for administration of the program from the Office of Personnel to Management Staff and the membership of the Incentive Awards Committee.

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4. BACKLOG

Major emphasis has been placed upon reduction of a sizable backlog of employee suggestions, some of which had been in process as much as two years. Since this is considered to be the most significant cause of our low employee participation rate in relationship to other Government agencies, it is believed to be worth concentrating efforts on its elimination as a major objective for the next quarter. Progress to date is given below:

	July	August	September	October
Suggestions Received	58	12	65	71
Closed Out	15	57	82	138
In Process	763	746	731	664

5. COST OF THE PROGRAM

A. <u>Salaries:</u>	<u>Annual</u>	<u>Actual this period</u>
1 GS-12 Officer	\$8645	\$2131.00
1 GS-11 Officer (6 weeks)	6390	798.75
1 GS-6 Admin Asst	4080	1020.00
1 GS-4 Clerk Typist	3415	853.00
1 GS-3 Clerk Typist (4 weeks)	3175	261.60
Subtotal	\$25705	\$5,067.35
B. <u>Cash Awards</u>		
For Suggestions	\$ 750.00	
For Performance	3100.00	
Subtotal	\$3850.00	4,150.00
		\$9,217.35

6. STATISTICAL REPORTA. Employee Suggestions

Balance Brought Forward from FY 1955	722
Received 1 July to 30 September	162
Disapproved	70
Approved:	
Commendatory Awards	0
Cash Awards	16
Final Action Taken	150
In Process 30 September 1955	734

B. Agency Benefits

<u>Types of Approved Suggestions</u>	<u>No.</u>	<u>Estimated 1st Year Savings</u>
Tangible Benefits	6	\$12,109.50
Tangible & Intangible Benefits	1	50.00
Intangible Benefits	9	
Total Estimated First-Year Savings		\$12,167.50

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C. Distribution of Monetary Awards by Amount Paid:

Award Amount	---	\$10	\$15	\$ 55	\$105	\$205
Number	---	0	25	100	200	500
		0	10	5	1	0
						16

D. Distribution of Monetary Awards by Amount Saved:

Amount Saved	---	\$ 50	\$1,000	\$3,000
Number	---	500	2,500	5,000
		2	3	2

E. Performance Awards

Balance Brought Forward From FY 1955	-----	2
Received	-----	4
Awarded	-----	5
Disapproved	-----	0
Processed	-----	1
In Process	-----	5

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Chief, Management Staff

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